



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-10 Effective Date: 09/01

SUBJECT: **WITNESS APPEARANCE COMPENSATION (Non-Public Safety)**

PURPOSE:

To establish uniform guidelines for the granting of paid leave for City employees summoned for court appearance as a civilian witness.

POLICY:

An employee subpoenaed to appear as a witness in court, unless the employee is a party to the lawsuit or an expert witness, shall be considered to be on duty and there shall be no loss of compensation. Employees shall be required to report for work if such employee's normal or adjusted starting time is more than one hour prior to the required reporting time. Employees shall return to work immediately upon being released unless the employee would arrive at the work site with less than one hour remaining on said employee's regular shift or adjusted work schedule. Exceptions shall be made with the specific approval of the department head. All employees shall obtain verification of the hours served as a witness.

Except as hereinafter provided, employees shall remit to the City any compensation received for those days while serving as a witness and shall receive regular pay for the time served. The City shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Employees shall be reimbursed by the City for the mileage portion of the compensation unless the employee is regularly assigned a City car or receives a car allowance. Schedule changes and reassignment of duties to accommodate witness appearance duty may be made at the discretion of the department head.

PROCEDURE:

Responsibility	Action
Employee	1. Presents to supervisor a copy of the subpoena.
Department	2. Verifies that the City is a party to the case in which the employee's appearance is required.
Employee	3. Maintains records of expenses per regular City policy.

Department

4. Submits any witness compensation received to immediate supervisor.
5. Codes time card indicating periods served on witness appearance.
6. Forwards witness compensation to the Finance Department for deposit into the City Treasury.